



CITY OF BRANSON - POSITION DESCRIPTION

CODE ENFORCEMENT OFFICER

Grade: 18C
FLSA Status: Non-Exempt
Department: Police

POSITION SUMMARY: The Code Enforcement Officer is responsible for enforcing municipal ordinances of the City of Branson relating to property maintenance, building, and sign and zoning codes; to enforce codes by issuing notice of violations or citations as appropriate. This work is technical in nature and is designed to ensure that contractors, businesses and residents are complying with local ordinances. Tasks include on-site inspections and/or in-house research of records and follow-up inspections. The work includes complaints or concerns from citizens, city employees and other departments and conducting interviews with various individuals. The Code Enforcement Officer also exercises considerable independent judgment and discretion in the performance of duties. This position is supervised by a Police Sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Requires a regular and consistent physical presence, at the approved time, at the City of Branson. The duties required of this position include the following:

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
 - a) Depicting trustworthiness through integrity, truthfulness, consistency and honesty, and while protecting confidential information as necessary;
 - b) Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner, and believing the best in others;
 - c) Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions taken;
 - d) Upholding the public trust by being safe, enforcing safety, and working promptly, diligently and with a focus on quality;
 - e) Showing impartiality and equity toward others, and not using job responsibilities to provide nor elicit special favors, and by not making promises that conflict with job duties and responsibilities;
 - f) Adhering to all policies, laws and regulations as applicable to the role and to being a citizen.
2. Follows the legal and ethical direction of supervisor(s).
3. Conducts on-site inspections to determine compliance with the property maintenance, building, sign, zoning, and codes.
4. Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern.
5. Conduct field investigations to inspect properties for violations.
6. Responds to inquiries from the public, interviews complainants, witnesses and others as needed and researches property owner information by phones calls, web searches, and through city records, and county land records.
7. Patrol areas in a City vehicle to identify and evaluate problem areas and/or ordinance violations and determine proper method to resolve violations.

8. Completes and/or reviews paperwork for inspections on nuisances, property maintenance, building, sign and zoning codes.
9. Prepares written reports and issues notices of violation in detail and mails, e-mails, hand delivers or posts the property and gives verbal notice during on-site visits and phone calls.
10. Issues citations to individuals that are in violation of the Branson Municipal Codes, and prepares for and participates in legal proceedings as required.
11. Reviews special event permits for code compliance.
12. Maintains and files all records for Code Enforcement activities, updates applicable databases, and reviews files for accuracy and compliance.
13. Must adhere to and follow City and department policies and procedures at all times while at work.
14. Perform other duties as directed by supervision.

KNOWLEDGE, SKILLS, AND ABILITIES

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

- Knowledge of methods of investigation and inspection with an emphasis on conflict resolution and voluntary compliance.
- Knowledge of Federal and State laws and local ordinances relating to the area regulated.
- Knowledge of basic electrical wiring, plumbing, mechanical and structural methods and requirements.
- Ability to conduct inspections, work outside, be exposed to precarious places.
- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Ability to read, interpret, and explain laws and regulations.
- Ability to communicate (in English) clearly and effectively both orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with other employees and the public.
- Ability to prioritize multiple issues from public, city employees and outside entities.
- Ability to use various types of computer software (including Microsoft Office) and hardware.

PHYSICAL DEMANDS

The physical demands and working environment, which follow, are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to fully perform the essential functions of their positions; but even with any such accommodation, the employee must be able to perform all essential duties in a manner that does not endanger his or her health or safety or the health or safety of others.

While performing the duties of this position, the employee is frequently required to sit, walk, twist, squat and bend; hold and grip objects; reach with hands and arms to both ground level and overhead; use hands to finger, handle or feel; talk and hear. The employee may be required to lift, carry, push, pull, drag and/or move a minimum of twenty-five (25) pounds and use hand tools such as hammers, utility knife, etc. with assistance or specialized equipment. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this position, half the time the employee is indoors with heating and cooling regulated in a general office environment, while the other time is spent exposed to outside weather conditions. The outdoor environment can involve a variety of terrain, exposure to physical conditions and materials, and unpleasant atmospheric conditions. May encounter upset citizens and contractors. The noise level while in the indoors work environment is usually low. The noise level while in the outdoor work environment can be low to moderate.

MINIMUM REQUIRED EXPERIENCE, EDUCATION, AND TRAINING

- A High School diploma or GED equivalent is required.
- Property Maintenance and Housing Inspector certification must be obtained within 12 months of hire date. Once obtained must be maintained.
- Additional licenses or certifications may be required for this position.
- Must possess and maintain a valid Missouri Motor Vehicle Operator's license.

PREFERRED EXPERIENCE, EDUCATION, AND TRAINING

- Advanced technical education is preferred.
- One (1) year of experience related to property maintenance, building, sign, zoning, and codes is preferred.
- National Career Readiness Certificate is preferred.

MISCELLANEOUS REQUIREMENTS

- Must be at least 18 years of age.
- Must be highly engaged in the department's goals and be able to work cooperatively with Police leadership in achieving those goals.
- Must possess a high degree of integrity, strong work ethic and ability to work independently with minimal supervision.
- Must demonstrate excellent customer service to the department's internal or external customers.
- Must possess strong interpersonal communication and relational skills and sound judgment.
- Must be insurable under the City of Branson's motor vehicle coverage when operating a vehicle as a part of the position
- Must act safely and follow safety standards while at work.
- Must be able to pass a background investigation and drug and alcohol screenings.
- Must fulfill I-9 identification requirements within the guidelines set forth by the Department of Homeland Security through the E-Verify system.